

# City of Clewiston

## DRIVEWAY & STREET CONNECTION PERMIT REQUIREMENTS



**121 Central Avenue, Clewiston Florida 33440**

**Phone: 863-983-1500 • Fax: 863-983-1430**

**[www.clewiston-fl.gov](http://www.clewiston-fl.gov)**

- Step 1: Collect all required information – See Page 3 for site plan requirements and checklist.
- Step 2: Complete the application, location map and attach to site plan.
- Step 3: Submit completed application packet to the Community Development Department at the above address and pay all applicable permit fees.
- Step 4: Call for rough inspection when driveway is ready, prior to placement of asphalt or concrete.
- Step 5: Call for final inspection when project is complete.

To schedule an inspection:

Call (863) 983-1500

- Leave your name.
- Address of job site.
- Permit number(s).
- Specify “(Rough or Final) Driveway inspection”

## City of Clewiston

Community Development Department

983-1500

Public Works Department

983-1471

### DRIVEWAY CONNECTION PERMIT APPLICATION

☐ *Single Family*

Value of project: \_\_\_\_\_

☐ *Multi Family (4 units or less)*

☐ Commercial

Square footage: \_\_\_\_\_

☐ Other

#### PROPERTY INFORMATION

Parcel ID #: \_\_\_\_\_ Number of connections to public street: \_\_\_\_\_

Owner Name: \_\_\_\_\_ Address: \_\_\_\_\_

#### CONTRACTOR INFORMATION

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone(s): \_\_\_\_\_ Office \_\_\_\_\_ Fax \_\_\_\_\_

License #: \_\_\_\_\_ Cell: \_\_\_\_\_

The applicant shall submit a complete copy of this application along with a site plan that includes all the information described in the following pages. Examples of plans are included for the applicant to use as a guide in preparing a complete application. All driveway street connections shall be constructed in accordance with the regulations and standards issued by the City of Clewiston.

The applicant/owner for self, heirs, assigns, and successors in interest binds and obligates to save and hold the City of Clewiston harmless from any and all damages, claims or injuries caused in whole or in part by applicant that may occur by reason of this construction, said design, maintenance or continuing existence of connection.

The applicant/owner binds and obligates by way of the approved permit to construct the driveway connection in accordance with the approved permit. Failure to do so shall result in a code enforcement action.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# **DRIVEWAY CONNECTION PERMIT APPLICATION**

**APPLICANT:** The following is a checklist of the site plan requirements. Staff will determine whether or not the design proposed for development is in accordance with city regulations. *Applications will not be processed without the following information.*

Check each item that you provide and use N/A if a requirement does not apply to your site. Letters in parenthesis, (ROW), (W), etc. correspond to the letters in bold type on the example site plan on page 4.

**SITE PLAN REQUIREMENTS CHECKLIST:** The site plan must be accurately drawn to scale. (No smaller than 1 inch = 50 feet). Indicate North with an arrow. The following items and measurements must be on your Site Plan. (Refer to example Site Plan).

- A. Shape of lot or parcel of land, **preferably on a survey of the property.**
- B. Driveway Information: (Refer to example on following pages)
  - 1. Width of driveway payment. **(W)**
  - 2. Length of driveway from edge of road to edge of right-of-way. **(L)**
  - 3. Length of radius on driveway turnout. **(R)**
  - 4. Utilities in right-of-way within 50 feet of driveway (water, sewer, electric).
- C. Culvert Information: (Refer to example on following pages)
  - 1. Length, opening size and type of pipe.
  - 2. Type of end wall.
  - 3. Arrow showing direction of storm water flow.
  - 4. Size and type of pipe upstream of project.
  - 5. Size and type of pipe downstream of project.
  - 6. No culvert necessary.
- D. Surface and base materials:
  - 1. Type of surface material.
  - 2. Thickness of surface material inches.
  - 3. Type of base material.
    - A. Compacted or stabilized existing soil.
      - Thickness in inches.
    - B. Other type of base material.
      - Thickness in inches.

# **DRIVEWAY CONNECTION PERMIT APPLICATION**

## **CONSTRUCTION AND LAYOUT REQUIREMENTS**

	<b>Residential</b>	<b>Commercial</b>
1) Driveway Width ( <b>W</b> )	Single-family min. 10 ft. Multi-family min. 22 ft.	
2) Radius ( <b>R</b> )	3 ft. min. 15 ft. max 10 ft. min drop curb	
3) Angle of drive	75 – 90 degrees	75 – 90 degrees
4) Intersection	25 ft. from nearest RW line	30 ft. from nearest RW line
5) Distance between driveways	4 ft. from property line	50 ft. min between driveways
6) Base / Sub-grade	6-inch organic free compacted	6-inch organic free compacted
7) Base/sub-grade Material	sand or shell rock DOT approved	sand or shell rock DOT approved
8)	1" bituminous asphaltic concrete	
9) Thickness of concrete	RW 6-inch min Private property 4-inch min.	6-inch min
10) Reinforcement	3000 PSI & fiber	3500 PSI & fiber or steel rods
11) Expansion Joints or cold joint	Between RW and private property	Between RW and private property
12) Finish	Sidewalk area clearly marked with 1/2-inch deep saw Cuts or edging trowel and broom finish.	

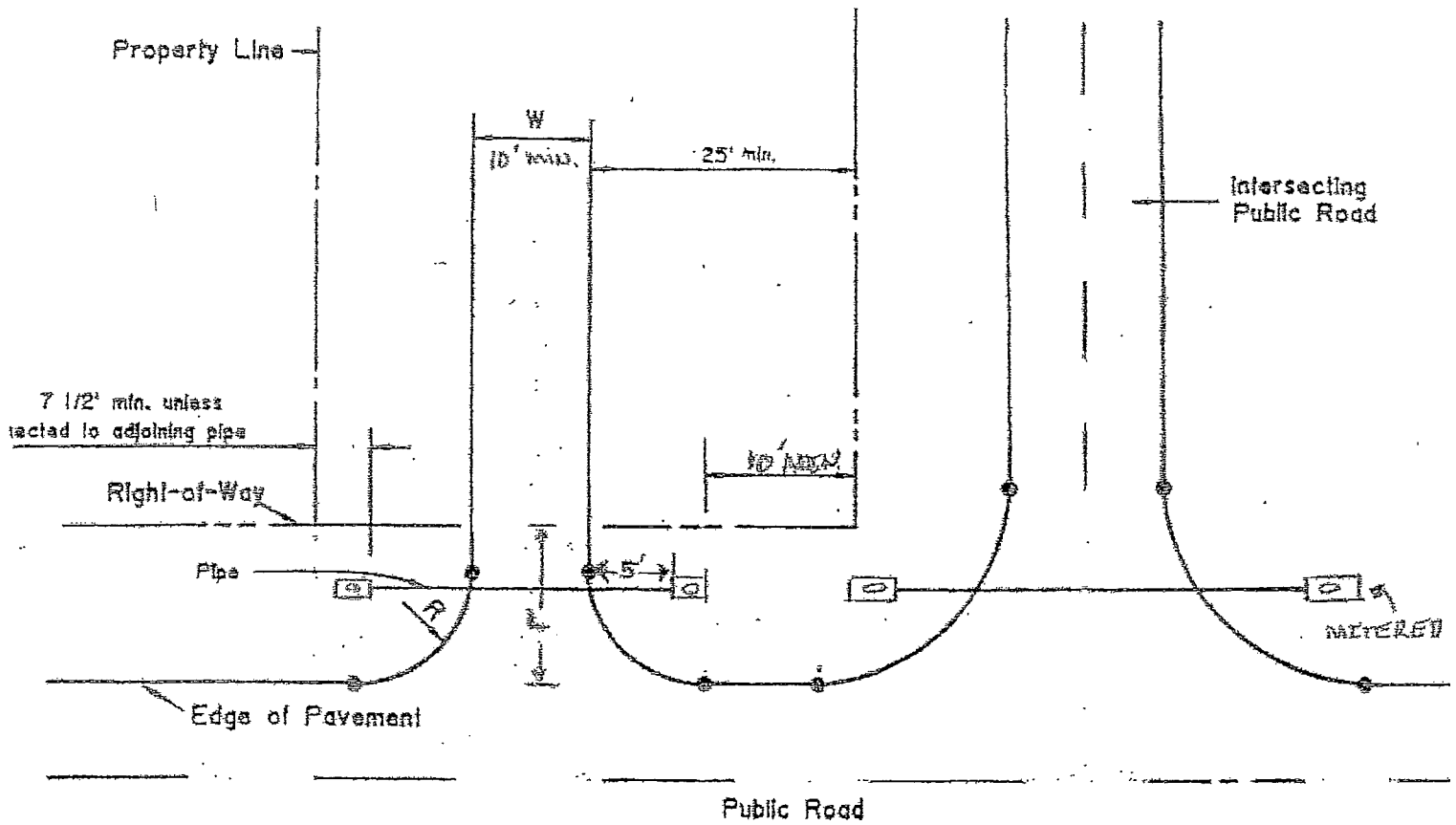
- |     |                   |   |
|-----|-------------------|---|
| 13) | Finish grade      | Up stream edge shall be a minimum of one inch Higher than down stream edge of driveway.   |
| 14) | Direction of flow | to be in accordance with existing drainage system.  |
| 15) | Culvert Size      | When necessary, 15-inch minimum unless smaller size approved by Public Works Official.  |
| 16) | Culvert Material  | Concrete (RCP), Plastic (DOT approved-smooth wall) Corrugated aluminum or Dipped corrugated metal.                                  |
| 17) | Mitered Ends      | To be constructed of concrete at a 4 to 1 slope, 6" thick.  |
| 18) | Headwalls         | To be constructed of concrete min. 8" thick and the width Of the ditch or swale, flush with the end of the culvert.                 |
| 19) | Culvert Cover     | Min of 6-inch of compacted material. (unless approved otherwise)  |
| 20) | Elevations        | To be determined by inspector at time of rough inspection. Contractor/owner to provide the transit for achieving proper elevations. |

All requirements for lay out and construction taken from City Code, Chapter 102 or from DOT construction code as directed by the city's engineer.

### EXAMPLE SITE PLAN



# DRIVEWAY CONNECTION PERMIT APPLICATION

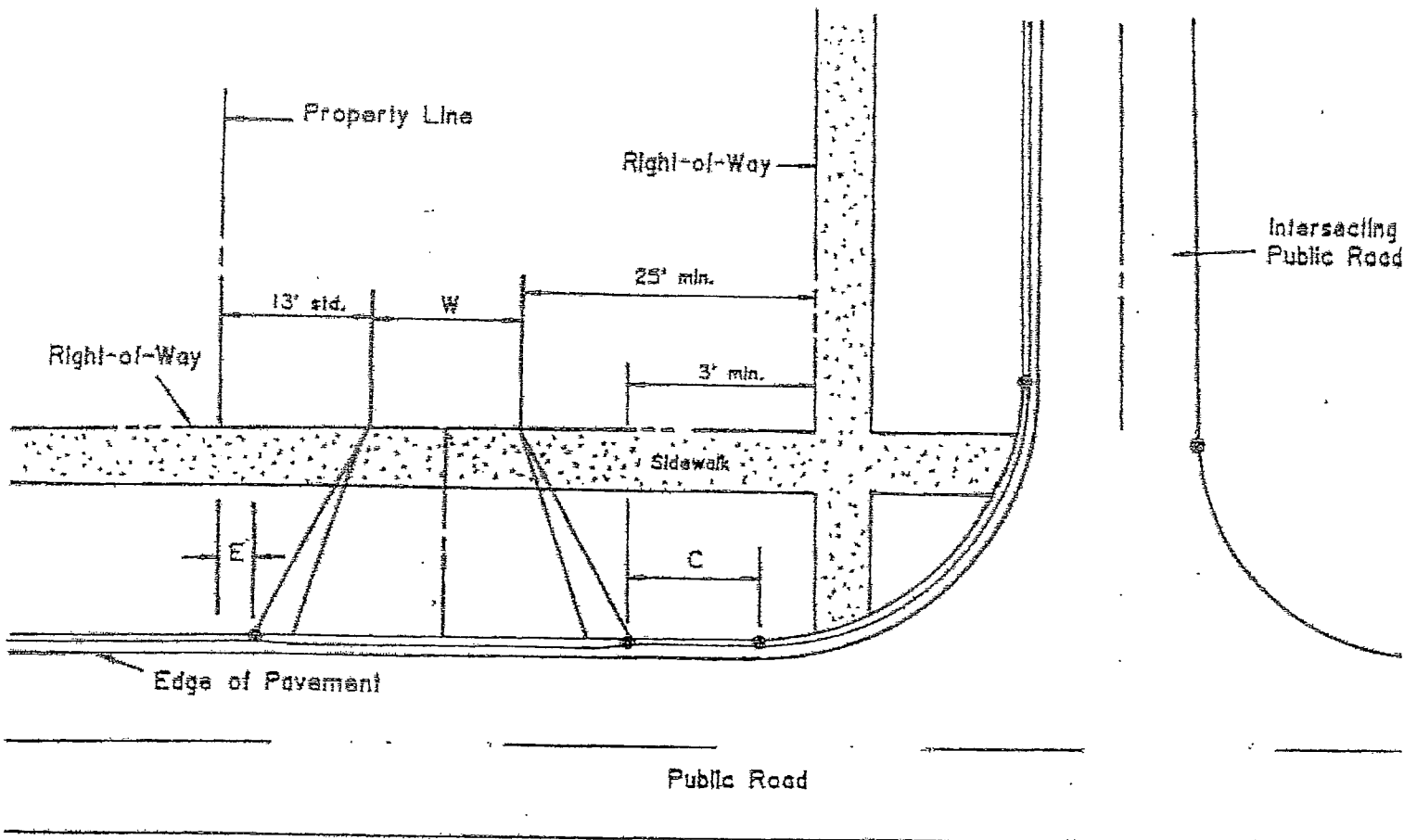


Adjacent pipe shall be a min. distance of 15' apart, unless connected to adjoining pipe.

For sidewalk pipe and mitered end section requirements, see F.D.O.T. standard index 515, 273 or 274.

⊙-- Driveway and Street Radius Points.

# DRIVEWAY CONNECTION PERMIT APPLICATION

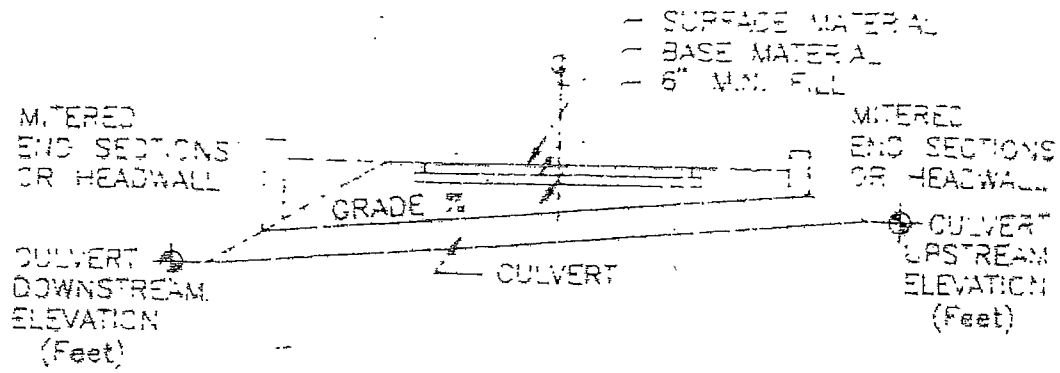


For details to drop curb flare turnout to driveway, see figure II.

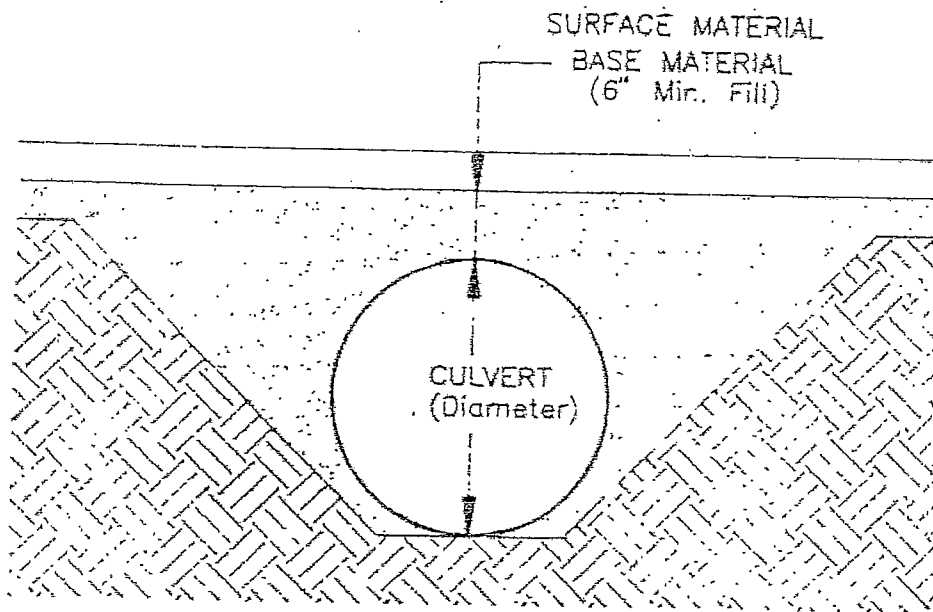
● -- Driveway Flare or Radius Point



# DRIVEWAY CONNECTION PERMIT APPLICATION



LONGITUDINAL SECTION AT CULVERT



TRANSVERSE SECTION AT CULVERT